



Viewing Student Records/RequestingTranscripts

To view/request a record for a student, click "students" in the Navigation menu.



With appropriate access:

- Teachers will be able to view records for their own students.
- School Administrators will be able to view records for their school.
- Counselors, Registrars and Triand Administrators will be able to view records for students all over the state.



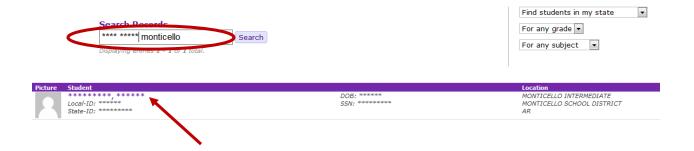
Choose your level of access. Options are:

- Students in my classes used by teachers
- Students in my school used by school level positions
- Students in my district used by district level positions
- Students in my state used by counselors, registrars and anyone else with statewide access.





(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)



Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and district name. When the student appears, click on his or her name.

TIP:

- To find a student by Local ID, type in "LocalID:xxxxxxxx"
- To find a student by State ID, type in "StateID:xxxxxxxxxx"
- To find a student by the last 4 digits of their SSN, type in "SSN:xxxx" (last 4 only)
- To find a student by grade, type in "@grade=xx"

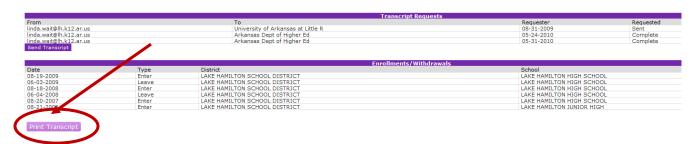




If this student is a student from your school, the student record/transcript will appear.



To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.







If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.

Request a Transcript

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- · School employees who have a need to know;
- · Other schools to which a student is transferring;
- · Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- · Organizations conducting certain studies for the school;
- · Accrediting organizations;
- · Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a
 juvenile justice system, pursuant to specific State law.

Other state laws may apply depending upon your situation. You are required to follow all federal, state and local laws pertaining to student confidentiality. Upon your agreement below, the current school of residence for ********, ***** will be notified of your request for this transcript.

I, ****** , have a legal right to view the transcript for student *******, *****.

View Transcript - or - Cancel

If you intend to officially request the transcript, click "View Transcript" and the record will appear.

IMPORTANT:

This serves as the official transcript request. Once a user chooses to "View Transcript", email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the "Cancel" option.